



**Town of Halifax
Wage and Personnel Board
499 Plymouth Street,
Halifax, Massachusetts 02338**

March 8, 2017 Meeting Minutes

The regularly scheduled meeting of the Halifax Wage and Personnel Board was held at the Halifax Town Hall, in the Kitchen, 499 Plymouth Street, Halifax, Massachusetts.

PRESENT FROM THE BOARD: Diane Ruxton, Chair; Kathy Ballerini, Member; Tom Millias, BOS Rep; Susan Vogt, Board Secretary

OTHERS PRESENT: Sandy Nolan, Town Accountant; Charlie Seelig, Town Administrator.

The regular meeting was opened at 6:30 p.m.

The following Change of Status reports were approved:

Heather Donnelly – Regulatory Secretary 2 – resignation

Dorothy Lamoureux – Administrative Assistant – Revising hire rate to a Grade 6, Step 2

As per the Board's discussion at the February 22, 2017 meeting, it was agreed that Ms. Lamoureux will be hired at a starting rate of a Grade 6, Step 2.

MOTION: by Ms. Ruxton for the Administrative Assistant in the Assessor's office to be hired at a rate of Grade 6, Step 2.

SECOND: by Ms. Ballerini

ABSTENTION: by Mr. Millias

VOTED APPROVED

The Board met with their 6:45pm appointment Gerry Elliott, Director of Building Maintenance. Mr. Campbell was also in attendance for the meeting. Mr. Elliott thanked the Board for having him back to discuss his previously submitted Public Hearing proposal. He would like to revise his request and eliminate the stipend wording as he believes it did not correctly explain his request. A new memo was provided to the board detailing the \$1,200 compensation request. He continued to explain that this license is required by the state and he feels he should be compensated additionally for holding the license. The additional amount equates to \$0.56 per hour. Ms. Ruxton asked how he arrived at the \$1,200 compensation amount? Mr. Elliot explained he used the rate that highway and water departments are currently receiving. Mr. Elliot did not believe that any of his employees would be interested in obtaining a license to operate the hoist, but there might possibly be one. He assured the Board that any work that needed to be done in his absence if a hoist was needed could be done by using staging or ladders. The Board thanked him for his time and will let him know of their final decision.

The Board met with their 7:00pm appointment – Don Jacobs of DIJ Municipal Management Consulting Services. Mr. Jacobs provided the Board with his background and experience in the field. He reviewed the Classification and Compensation Goals and Objectives for the study and gave a brief explanation on what the Board can expect to receive in the final report. Ms. Jacobs has obtained most of the current Wage and Personnel job descriptions/questionnaires requested and should have his prepared job descriptions ready in a week. He hopes to meet with the Wage and Personnel Board on March 22nd at 6:30 with his recommendations. Mr. Jacobs will forward to the Board a copy of his firm’s job point rating system and sample job descriptions for their review at their March 15th meeting. Ms. Ruxton asked if he would be reviewing the longevity compensation as well. He replied that the longevity compensation would be included in the new compensation plan he recommends. He will also be reviewing the proposed Human Resource Director position in his study. Ms. Gallant, Library Director, arrived at 7:12pm. She voiced her concern that right now there is no criteria for Department Heads to use for determining the proper grade for employees. She wants to be sure the study will include the criteria as well. The Board provided Mr. Jacobs with a copy of their Job Point Rating System. They thanked him for his time and look forward to discussing his recommendations at the March 22nd meeting.

The Board met with their 7:30pm appointment – Jean Gallant, Library Director. Ms. Gallant requested the meeting to discuss her letter dated February 15, 2017. She hopes the Board will take her suggestions into consideration.

Items for the next agenda:
Public Hearing items

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 7:50pm. The next regular meeting is scheduled for March 15, 2017 at 8:10 pm in the Kitchen.

Respectfully submitted,

Susan Vogt
Board Secretary